# Recruitment and Selection Policy

# Purpose

All Saints Anglican School is committed to an equitable, transparent, consistent and merit based approach to recruitment and selection to attract, select, and retain the most capable and suitable people. The policy and procedures to be followed at each stage of the recruitment and selection process, vacancy, applications and short-listing, screening and selection and appointment, have been developed to reflect this.

This policy is a key component of All Saints Anglican School Child and Youth Risk Management Strategy as a legislative requirement of the Working with Children (Risk Management and Screening) Act 2000 and Working with Children (Risk Management and Screening) Regulation 2011.

# Scope

This policy informs and directs the process of employing teaching and non-teaching staff. All Saints Anglican School is committed to recruiting, supporting, developing and retaining staff of the highest calibre. This calls for an equitable, competitive and timely recruitment and staff selection process. The School seeks to:

* Maintain the principle of selection on the basis of merit to appoint the best candidate/s.
* Provide equal opportunity for all candidates
* Represent in its staffing profile the community it serves
* Ensure that selection procedures are efficient and effective
* Maintain candidate confidentiality
* Ensure compliance with the relevant legislation as listed below
* Commit to the safety, welfare and wellbeing of students and ensure the suitability of all staff to work in child-related employment

# Recruitment Processes

All Saints Anglican School follows a four-stage recruitment and selection process for continuing and fixed-term staff appointments:

1. Vacancy

2. Application and short listing

3. Screening and Selection

4. Appointment

## Vacancy

This is the preparation stage of the recruitment process. The following principles relate to this stage:

The Headmaster will authorise any request to recruit prior to advertising.

A position description, including a statement of duties and selection criteria must be developed or updated for any vacant position that is authorised to be filled. This is essential to inform applicants about the School’s expectations and is the key to making an equitable selection based on merit against clearly defined requirements.

Vacant positions will be advertised internally, by way of an email to All Staff by the HR representative, Headmaster or their delegate, prior to or simultaneously with any other appropriate external advertisement as deemed appropriate by the Headmaster. With the exception of extraordinary circumstances, all permanent positions will be advertised externally.

Job advertisements, selection criteria and/or position descriptions for all positions will;

* Contain a clear statement about the School’s Mission and commitment to child safety;
* Specify the experience and qualifications required for the role, including whether a Teacher Registration (QLD) or Blue Card is required for the successful candidate.
* Specify the School’s requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate’s eligibility or suitability to engage in activities involving children.
* Contain the following statements;

1. “This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law’.
2. All applicants should read and familiarise themselves with this Recruitment and Selection Policy and the School’s Child and Youth Risk Management Strategy which can be accessed on the School’s website [www.asas.qld.edu.au](file:///\\asas-stf\STFUSR\HDEVEREUX\www.asas.qld.edu.au)

## Applications and Short Listing

This is the process of identifying suitable candidates. The following principles relate directly to this stage:

All Saints Anglican School seeks to treat all applicants equitably, with respect and courtesy. This includes acknowledging receipt of job applications as soon as reasonably practical.

A selection panel will assess all applicants against established selection criteria to ensure objectivity and avoid bias in all stages of the selection process. As a general guide the selection panel will include no fewer than two people and no more than four persons. An external consultant maybe invited to be part of the selection panel. All members of the selection panel will be invited to participate in all stages of the recruitment process.

At any stage of the recruitment process if a member of the selection panel becomes aware of a potential conflict of interest they are to discuss this with the HR representative where applicable or the Headmaster/Commercial Manager without delay.

Applications are treated with confidentiality and stored securely at all times. Applications will not be sent via internal mail or be left in areas which are accessible to people other than those for whom they are intended. Discussions in relation to the talent pool should be limited to the selection panel. Breaches of confidentiality will be treated seriously.

Internal applicants are welcome to apply for any vacancy in which they are suitably qualified. Such applications may be shortlisted alongside all other applications and treated in a consistent manner. Internal applicants not shortlisted for an interview will be contacted and advised and provided with relevant feedback. Such feedback should be factual, unbiased and delivered in a courteous and sensitive manner.

Family members and friends of staff of All Saints Anglican School are welcome to apply for any position advertised at All Saints Anglican School. These applications will be processed in line with all applications. In the situation where there is a perceived and/or real potential for a conflict of interest, such applications will need to be considered carefully. In the interest of transparency and fairness to all, a perceived conflict of interest should be brought to the Headmaster’s or Commercial Manager’s attention. It is important to note that in all cases, final recruitment decisions will be based on merit.

International candidates will provide to the panel relevant Visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Immigration and Border Protection. Under no circumstances will a candidate be appointed to any position at All Saints Anglican School if they do not have the right to live and work in Australia.

Recruitment and selection agencies may be engaged, with the approval of the Headmaster.

The selection panel may accept late applications with a valid reason. The decision to accept a late application is at the discretion of the chair of the selection panel.

## Screening and Selection

The selection process seeks to identify the most suitable candidate on merit. The following principles relate directly to this stage:

Decisions on recruitment are to be made in line with this policy and based on the ability of a candidate to successfully meet the requirements of the position. The panel will ensure that no consideration is given to any factors which breach the discrimination and equal opportunity legislation.

Conducting interviews with short-listed candidates by the selection panel is essential. Interviews may be conducted in person or online where applicable. In addition, the panel will consider other relevant recruitment activities. This may include, for example, work assessment tests, job-related medical assessment, on the job observations, psychometric testing and simulation activities and reference checks before a final decision is made.

Selection panels should predominantly ask questions related to the requirements of the position.

Selection panels have discretion in the relative weighting of selection criteria as per the position description, relevant behaviours demonstrated through the recruitment process, the cultural fit, the judgment of the merits of candidates against the position description and in the assessment of potential or ability to perform other duties. All decisions will be made objectively sighting relevant evidence.

The selection panel will provide each candidate information about the School’s child protection policies and procedures and ask candidates questions relating to the candidate’s attitudes, values and understanding of the content within these policies.

Interviews may be exempt in the following situations:

* where there is only one candidate and the candidate’s abilities and attributes are well known, and evidenced by the selection panel, or
* where all applicants are internal and only one applicant can fulfil the key requirements of the role. In this situation, the unsuitable candidates should be notified of the decision in a sensitive and courteous manner

At all stages of the selection process, recruitment methods will be consistent. This may include the use of an interview guide which relates directly to the candidate’s motivation and the selection criteria for the role. All other recruitment tools should also be used consistently. Such tools must be free from unlawful discrimination. Accurate notes will be taken at all stages of the recruitment process and securely stored.

Current Teacher Registration (Queensland) is mandatory for teaching staff. At every interview these criteria will be verified. If this is not met, under no circumstances will a candidate progress to the next stage.

Non-teaching staff are required to possess a Working with Children Check (blue card) prior to commencement in their role. At every interview these criteria will be verified and if this is not suitably met, under no circumstances will a candidate be progressed.

Reference checks are to be undertaken as a key component of the selection process before reaching a final decision.

A minimum of two reference checks will be conducted on preferred applicant/s after the interview process. Reference checks are to be conducted by a nominated member of the selection panel. It is preferable for the supervising manager of the vacant position conduct the reference checks.

Reference checks can be carried out either in person or over the telephone and will be conducted on a confidential basis.

As a minimum, whenever possible a reference check should be conducted with the preferred candidate’s current and immediate past supervisor and priority given to referees who can comment on the candidate’s most recent child related employment or other activities.

Any decision to contact a referee not listed on the candidate’s resume is at the discretion of the Headmaster. It is not unreasonable to expect that the Headmaster may contact a Headmaster at another school to discuss the candidate.

Accurate notes must be taken of all reference check reports. Where the referee is located outside of Australia, a reference check form can be emailed to the referee to be completed and returned. All reference check notes will be securely stored.

Relevant performance feedback will be gathered in relation to an internal candidate prior to any final decisions on a candidate’s application is made.

All preferred applicant’s (including teachers) details are to be provided to the Director of Professional Standards (DPS), Anglican Church Southern Queensland to be checked against the Anglican Church’s National Professional Standards Register.

The School may require the preferred candidate to undergo further pre-employment background checks to ensure the preferred candidate is suitable to work in child related employment. These checks may include but are not limited to;

* National Police Check
* Traffic Check
* Workers Compensation check
* Qualifications Check
* Bankruptcy Check

Upon applying for an advertised position all candidates acknowledge that they may be required to be subject to the above pre-employment checks before an offer of employment can be made.

The Headmaster is to consider the result of these checks prior to making a formal offer of employment.

## Appointment

The appointment process is the final approval and appointment of the most suited candidate based on merit. The following principles relate directly to this stage:

**Successful Candidate**

The final decision of appointment rests with the Headmaster. To this end no recruitment decision should be finalised or a verbal offer made without the Headmaster’s final approval; this may include a second interview with the Headmaster. The Headmaster may choose to delegate this responsibility.

Once a decision is made on the most suitable candidate and approved by the Headmaster, a verbal offer will be made to the candidate following the relevant pre-employment checks.

A written letter of appointment will be provided as soon as practicable. The Headmaster or their representative will sign all offer of appointment letters.

Where a preferred candidate declines an offer of appointment there is no requirement to re-advertise the position if a further offer of appointment can be made to another candidate who meets the requirements of the position.

The preferred candidate will normally be required to provide acceptance in writing within 5 working days without the offer lapsing.

All new staff must undergo a minimum period of six months as a probationary period. This is to access the suitability of the staff member for their role and the school.

**Unsuccessful Candidates**

The School will notify all unsuccessful candidates of the outcome of their interview once acceptance is received from the preferred candidate. Unsuccessful short-listed candidates will be dealt with courteously and sensitively. Unsuccessful shortlisted candidates will be contacted by telephone in the first instance and in any case should receive written notification.

Feedback will not be routinely offered to unsuccessful external candidates. At the discretion of the Headmaster, feedback may be offered if specifically requested by an external candidate interviewed for a position.

# Review of Recruitment Decisions

Any concerns about the recruitment and selection process should be referred in the first instance to the hiring manager or the Human Resource (HR) representative if applicable. If the HR representative is unable to resolve the issues, or requires advice or assistance, the matter is to be referred to the Headmaster or their representative. Alternatively, written complaints may be submitted to the Headmaster. Complaints must be received within a week of the recruitment decision being delivered.

# Privacy

The School is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. A candidate’s CV and academic transcripts are personal information and All Saints Anglican School must only collect, use or disclose personal information in accordance with the Act and the Schools Privacy Policy.

# Variations

Any variations to this policy are at the Headmaster’s discretion and will be done in a manner that is fair, equitable and reasonable.

# Breaches of This Policy

Breaches of this Policy may be handled in accordance with the School’s Performance Management and Disciplinary Action Policy.

# Definitions

**Transparent**

Processes that are clearly defined, easily understood and easily accessible.

**Consistent**

All candidates are treated in a similar way.

**Merit**

Merit is the extent to which an applicant/candidate demonstrates they have abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to carrying out the core duties of the role.

**Equitable**

Recruitment without hidden or apparent bias on the grounds of gender, relationship status, pregnancy, parental status, breastfeeding, age, race, impairment, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and family responsibilities or association with, or relation to, a person identified on the basis of any of the above attributes.

**Internal candidate**

A person who at the time of the recruitment process is employed by All Saints Anglican School.

**External candidate**

A candidate who at the time of recruitment is not employed by All Saints Anglican School.

**Conflict of Interest**

A situation where an individual has a personal connection with a candidate which may influence their judgment.

**Blue card**

Suitability card to work with children and young people (Working with Children check (blue card)).

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